

IRS Data Retrieval Process

***The following steps provide directions on how to link your tax information from the IRS to your FAFSA. If this process is done successfully, you do not have to provide a copy of the Tax Return Transcript from the IRS for verification purposes.**

- Log into your FAFSA by going to fafsa.gov and entering your **FSA ID and password**.
- Complete all sections of your FAFSA. When you get to the **“Financial Information”** Tab Answer the questions. ***Note: You will only be able to use this tool successfully if you have already completed your taxes and they have been processed by the IRS.**
- If you are able to answer the required questions successfully (already filed, already been processed, etc.) It will give you the option to click a Blue Box **“Link to IRS”**
- After clicking **“Link to IRS”** it will provide a message that says **“Leaving the FAFSA on the Web”**-Click **“OK”** (It will bring you back to your FAFSA after you have linked your tax information)
- Enter your Address and click **“Submit”**
- Check your information to make sure it is correct. If it is correct check the box **“Transfer My Tax Information into the FAFSA.”** And Click **“Transfer Now”**
 - If your information does not look correct please contact the IRS at 1-800-829-1040. If you have not completed your taxes or they are unavailable please use estimates. (This may cause you to be selected for verification and require that you provide additional information)
- After you Click **“Transfer Now,”** It should take you back to the FAFSA website. Enter your wages. (If there are 2 individuals, it will automatically populate the second person’s income when you continue after entering the first person’s income.)
- Information that was transferred from the IRS will state next to it-**“Transferred from the IRS”**-DO NOT CHANGE THIS INFORMATION
- Complete the other steps if not already complete
- Make sure you (and your parent if applicable) sign the FAFSA using your FSA ID and Click **“Submit”**
- FAFSA will send you a confirmation email stating that your FAFSA was received. It will be sent to the school within 3-5 business days.